



Grande Prairie Regional College
School of Health, Wellness & Career Studies
Department of Business & Office Administration

COURSE OUTLINE – Fall 2020

OA 1231 A2 Skill Building I 1.5 (0-0-3) 45 Hours, 15 Weeks

Instructor Dawn Greig

Phone (780) 539-2873

Office Hours M/W 10-11:30 am or
anytime by appointment

Email dgreig@gprc.ab.ca

Class Tu/Th 8:30-9:50 am

Fall 2020 Delivery: Technological support is available through helpdesk@gprc.ab.ca. Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection

Calendar Description:

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

No text is required for this course.

All lessons are found online through our subscription with Typing Club.

Class code is **DPX4ARZ**

The joinable URL is:

<https://officeadmingprc.typingclub.com/signup/DPX4ARZ>

Credit/Contact Hours:

1.5 credits/ 45 contact hours

Delivery Mode(s):

Directed drill instruction and participation – remote delivery

Course Objective:

Understanding the key role typing skills have when it comes to a person's employability.
Development of keyboarding speed and accuracy.

Learning Outcome:

The student will be able to key by touch at a minimum of 30 net words per minute on five-minute copy timed writings.

Grading Criteria:

Timings	100%
Drill Work	Credit/Non-Credit

All drill work must be completed in order to attain a grade in this course. Only those timed writings completed using prescribed touch typing techniques will be accepted for grading. ALL TIMED WRITING MUST BE COMPLETED IN CLASS and are completed as a class.

Final Exam timed tests are worth 100%

Net Words per Minute will be determined by five minute timings. Net Words will be calculated using the following format:

Gross Words per Minute minus 2 for each error = Net Words per Minute.

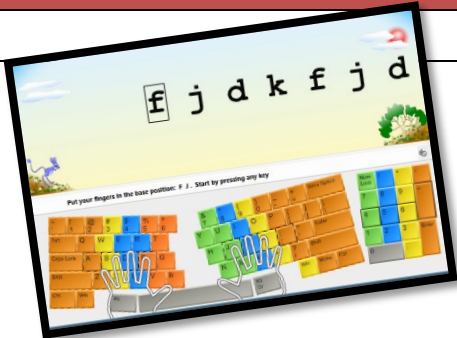
Grades will be assigned on the Letter Grading System.

**Office Administrative Department
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A ⁺	4	>=40	EXCELLENT
A	4	39	
A ⁻	3.7	38	FIRST CLASS STANDING
B ⁺	3.3	37	
B	3	36	GOOD
B ⁻	2.7	35	
C ⁺	2.3	34	SATISFACTORY
C	2	33	
C ⁻	1.7	32	
D ⁺	1.3	31	MINIMAL PASS
D	1	30	
F	0	<30	FAIL

Course Schedule/Timeline:

Drill work will be assigned weekly and extra timed writings will be completed during class time.

Tentative Timeline	
Week	
1	Course Overview: <ul style="list-style-type: none"> • Course Outline • Timeline • Log into Typing Club • Intro to typing video 
2	The ABC's of touch typing Learning the keyboard

	<ul style="list-style-type: none"> • Understanding ergonomics • Sitting posture for typing • Home Row, G&H Keys, Upper Row, Lower Row <p>Drill work in Typing Club: Home Row, Top Row, Home/Top Rows Combined, Bottom Row</p> <p>Timing 2</p>
3	<p>Starting Typing Club Lessons: Typing Jungle: Home Row Lessons 1–23 Top Row Lessons 24-51</p> <p>Drill Work in Typing Club: Practice Home and Top Row</p> <p>Timing 3</p>
4	<p>Typing Jungle: Bottom Row Lessons 52-88</p> <p>Drill Work in Typing Club: Left Hand Drill Work Right Hand Drill Work Practice Bottom Row</p> <p>Timing 4</p>
5	<p>Typing Jungle Basic Level 1 : Lessons 89 -126 Tricky Words: Lessons 127-137</p> <p>Typing Basics: Alphabet Lessons 1-35</p> <p>Timing 5</p>
6	<p>Typing Jungle Shift Key: Lessons 138-191</p> <p>Drill Work in Typing Club: ; and : (using shift key) Alphabet Drill Work</p> <p>Timing 6</p>

7	FALL BREAK – NO CLASSES
8	Typing Jungle Common Patterns 1: Lessons 192-202 Basic Level 2: Lessons 203-233 Typing Basics: Advanced Level 1 Lessons 57-70 Timing 7
9	Typing Jungle Tricky Words 2: Lessons 234-244 Numbers: Lessons 245-274 Drill Work in Typing Club: Alphabetic Sentences Timing 8
10	Typing Jungle Common Patterns 2: Lessons 275-285 Basic Level 3: Lessons 286-316 Timing 9
11	Typing Jungle Symbols : Lessons 317-346 Drill Work in Typing: Symbols Timing 10
12	Typing Basics Symbols Lessons 91-100 Typing Jungle Common Patterns 3: Lessons 347-357 Timing 11
13	Typing Jungle Advanced Level 1: Lessons 358-388 Drill Work in Typing Club: Commonly Misspelled Words, Common Words, Difficult Words

	Timing 12
14	Typing Jungle More Symbols: Lessons 389-418 Tricky Words: Lessons 419-429 Extra Practice as needed Timing 13
15	WEEK 15 AND FINAL EXAM WEEK Reserved for Final Timed Writings (all drill work must be submitted for credit before final timings can be attempted)

STUDENT RESPONSIBILITIES:

Refer to

https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>